



NEBRASKA

DEPARTMENT OF EDUCATION



2016-17 Nebraska State Accountability Tests

Building Principal Security Agreement

The school principal must read, sign via Echosign, and submit this Test Security Agreement before administering 2016-17 state accountability tests. The Test Security Agreement is due **November 23, 2016**.

Questions may be addressed to: Nathan.Gross@Nebraska.gov

I acknowledge that authorized employees and representatives of the schools within this district will have access to the state accountability tests for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- 1 I will protect the contents of the test from any improper access and disclosure.
- 2 I will handle test items or test booklets and answer sheets in accordance with security instructions. Copying or taking notes on any English language arts, mathematics or science test is not allowed. Spanish translations may be reproduced for testing and CDs returned to Data Recognition Corp. (DRC) and copies destroyed.
- 3 I will carefully restrict access to the test materials to authorized persons.
- 4 I will assure students' responses are accurate reflections of their own work.
- 5 I will assure that students' answers to test items are their own and that no one offers any improper assistance to students.
- 6 I acknowledge that discussing with teachers or students, examining items, or answering any test questions contained in the assessment before, during, or after the administration of the test is a violation of test security.
- 7 For the online tests, I understand the usernames and passwords assigned to school personnel afford access to confidential student information, are secure, and must remain confidential.
- 8 I am responsible for overseeing appropriate training for staff, security, and testing procedures on the following state accountability assessments that are administered in my building:
 - NeSA- English language arts • NeSA- AA English language arts • ACT
 - NeSA- Science • NeSA- AA Science • English Language Proficiency Assessment
 - NeSA- Mathematics • NeSA- AA Mathematics for the 21st Century (ELPA21)

Security Documents available at: www.education.ne.gov/assessment/NeSA_Administration_and_Security.htm

- 9 I will inform district staff that any breach of security must be reported to NDE. Any questions, contact NDE at: nde.stateassessment@nebraska.gov or 402-471-2495.

Please indicate your school district, the building(s) for which you are principal, and the grades in each building:

District: _____

Building Name: _____

Grades in building: _____

Building Name: _____

Grades in building: _____

Building Name: _____

Grades in building: _____

By my signature below, I certify that as the principal of the aforementioned school(s), I will read the test security procedures before administration of Nebraska state tests in my school(s), and the procedures will be followed for the 2016 - 2017 administrations.

Print Name: _____ Email: _____

Signed: _____ Date: _____